



Fiscal Year 2017 MASH Emails

The purpose of this document is to provide a historical record of MASH emails that are sent to users of SPAHRS and MAGIC.

The messages are divided by area with the most recent messages listed at the top of that respective area. The date the message was sent is also listed next to each item. You may also find links to supporting documentation.


This document contains updates that were released since July 1, 2016. For a list of prior updates, please visit the [MMRS Customer Support Page](#).

The document was last updated on September 6, 2016.

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MMRS Call Center	
Date Sent	Information
7/5/2016	The process to close FY2016 and open FY2017 has been completed. MAGIC is now available. If you have any questions or system problems, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .

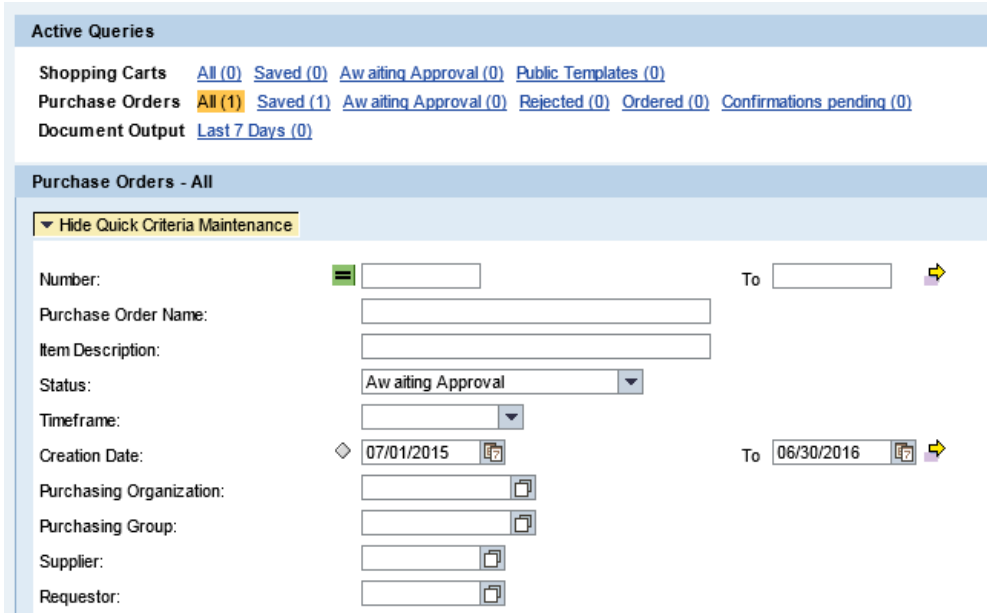
MAGIC Finance	
Date Sent	Information
8/31/2016	Please see the Worker's Compensation – Changes to State Leave Law – Revised memorandum, dated August 30, 2016, found under the DFA Policies and Procedures section of the DFA Direct Links webpage . The memorandum provides policy and procedures regarding Senate Bill 2977 (2008 Regular Session of the Mississippi Legislature) regarding worker's compensation.
8/31/2016	The Warrant Status by Agency Report Job Aid has been updated to include the legislative budget authority and reference fields.
8/29/2016	Per DFA/Office of Fiscal Management (OFM), please see the SB2362 Revenue Codes Memo dated August 26, 2016 on the DFA/OFM website .
8/22/2016	Per DFA/Office of Fiscal Management: Please see the Lapse Processing Letter on the DFA/OFM website under the BY2106 Year End Close section.
8/15/2016	Per DFA/Office of Fiscal Management: All transactions processed in July will be recorded in the first accounting period of the new fiscal year (01/2017), but can be recorded in either BY2016 or BY2017. Section 64, Constitution of the State of Mississippi, provides that appropriations may be held open for two months – through August 31, 2016. To be assured of adequate processing time, MAGIC invoices and MAGIC transfers transactions for BY2016 should be submitted to OFM through workflow by August 22, 2016.
8/12/2016	Per DFA/Office of Fiscal Management: All BY2016 journal entry documents (JE's) (e.g., ZE, YV, ZK) must be processed on or before August 31, 2016. No BY2016 JE's will be processed after that date. To ensure that all BY2016 JE's are processed in MAGIC, those that required DFA approval must be approved by the agency by August 26, 2016 and include all required supporting documentation to ensure approval by DFA.
8/5/2016	Per DFA/Office of Fiscal Management: There are times when OFM needs to send communication or contact an agency directly outside of MASH. To ensure that OFM has the correct contact information, all agencies need to complete an Agency Contact Information Form . There are a large number of agencies that have not returned the completed form. OFM will start using the information next week in sending agency communication; therefore, it is very important that all agencies return a completed form to ensure that your agency does not miss any important information.
8/5/2016	Per DFA/Office of Fiscal Management: The deadline for all BY2016 waiver letters requests is August 19, 2016. An XL document should be used when requesting a lapse period waiver. MAAPP manual section 11.20.15 has been revised to include MAGIC specific instructions. Submit all waiver request to OFM, Attn: Barbara Elliott.

MAGIC Finance	
Date Sent	Information
8/3/2016	Per DFA/Office of Financial Reporting (OFR), the use of T-Code ABNAN will be restricted to OFR staff only. Agencies needing to create assets via the Post Capitalization process will need to send request to Monique.Sims@dfa.ms.gov and Shondra.Barker@dfa.ms.gov .
8/2/2016	Earlier today, August 2, 2016, the MAGIC posting period 2 was accidentally closed. The issue has been resolved and the period is now open for document posting. We apologize for this inconvenience.
7/18/2016	Per DFA/Office of Fiscal Management: Advances for travel expenses issued in BY2016 must be settled by July 29, 2016. Any payments to employees, including salary, can be held by DFA if travel advances are not cleared by the end of the month following the month in which the trip was completed.
7/14/2016	YP documents will need to be manually entered to process interagency payments that are no longer parked. For instructions on manually entering YP documents, please refer to the job aid .
7/8/2016	<p>Per DFA/Office of Financial Reporting, for all Budget Period 2017 YV documents and forward, the form linked will be required: http://www.dfa.ms.gov/media/4087/correction-request-form.pdf. The form can be found on DFA's website http://www.dfa.ms.gov/.</p> <p>On the top left of the page, select the menu icon , select "DFA Forms" from the drop down menu and select "Office of Financial Reporting". You should see the link to the form "Journal Entry – Correction Request Form".</p> <p>In addition to the new form agencies must include an FB03 or other MAGIC report that matches the entry or entries they are attempting to adjust. If the YV adjustment is a grant or revenue allocation posting, agencies will need to include their summary spreadsheet with calculations for the posting. Additional information may be requested for attachment as we further define this process.</p> <p>For questions or concerns regarding this new policy please contact angela.tyler@dfa.ms.gov.</p>
7/7/2016	All documents unposted as of noon 06/30/2016, have been deleted. Any YP or YT documents that did not post by noon 06/30/2016 will have to be reentered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.
7/6/2016	There will be a delay in the printing of MAGIC warrants today (7/6/2016) and another email will be sent when the warrants are ready for pickup at DFA/OFM.
7/5/2016	For instructions on how to find the received date on parked documents, please review the new job aid within uPerform.

MAGIC Finance	
Date Sent	Information
7/5/2016	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2016 or later in order to complete processing. The interface process does not conduct a validation on whether the dates in the file are valid dates for the current fiscal year, the interface only validates that it is a valid calendar date. Any documents loaded with 'Posting Date' prior to 7/1/2016 will receive errors at the time of posting as this is not a valid date for the current fiscal year of 2017.
7/5/2016	Per DFA/Office of Fiscal Management: Received Date will be a required field on payment documents during the lapse period. The data entered in this field should be the date the goods or services were received. The received date will be used to categorize payments on the received date reports as payables or encumbrances in order to record the proper GAAP accrual entries.
7/1/2016	<p>Per DFA/Office of Fiscal Management: Current Year Functional Area Budget Controls will be copied from 2016 to 2017. If an agency wants to change their Budget Control (i.e. turn on or off Z1 or Z3), a request must be emailed to ofm.bfm@dfa.ms.gov.</p> <p>If an agency has question about the Functional Area Budget Controls, contact Lisa Dunn at 601-359-9416.</p>

MAGIC Grants Management	
Date Sent	Information
7/1/2016	<p>During the lapse period of July and August, grantor agencies will be able to choose which budget year the claim will be applied. In order for MAGIC to separate each payment and charge them to different budget years and allotment periods, some additional date management will need to be done on the claim. When creating a claim on behalf of the user, or when processing a claim sent in by the user, the start date of the claim will need to correspond to the desired budget year. The expense date on each line item will also need to be changed to reflect this date. No other dates will need to be adjusted. For example: If you get a claim in on July 13th and want to pay it with prior year funds, you will change the start date on the claim to 6/30/2016. This will set the budget period on the invoice and payment document to 2016-A2. If you would like to pay it with the new year funds, set the start date to the current date so the budget period on the invoice and payment document will be set to 2017-A1. The new invoicing program uses this date to sort the payments. This date field should be checked on every claim to ensure proper posting of Grantor claims.</p>

MAGIC HCM Mini-Master	
Date Sent	Information
	No updates at this time.

MAGIC Logistics	
Date Sent	Information
8/31/2016	<p>In order for MMRS to complete the PO Close activities for the end of the Budget Year 2016 lapse, PO statuses must be in an ordered status. To get a list of your agency's PO's, run a query in the POWL by choosing "Awaiting Approval" in the Status field and creation dates between 7/1/2015 and 6/30/2016. Most of the PO's in that status should be Rejected but some may need Approval. Approve or Reject all PO's from the list. Additionally, any Fiscal Year 2016 PO in a Saved status should be deleted.</p> <p>If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>  <p>The screenshot shows the 'Active Queries' section with links for Shopping Carts, Purchase Orders, and Document Output. Below it, the 'Purchase Orders - All' section displays various filters including Number, Purchase Order Name, Item Description, Status (set to 'Awaiting Approval'), Timeframe, Creation Date (set to 07/01/2015), and To (set to 06/30/2016). Other filters include Purchasing Organization, Purchasing Group, Supplier, and Requestor.</p>
8/4/2016	Beginning August 16th, 2016, DFA will be closing Purchase Orders (PO's) where there is no remaining quantity to be received or invoiced for quarters 1, 2, 3 and 4.
8/2/2016	When a Goods Receipt (GR) is posted in MAGIC, accounting documents are generated to book the expense for the item(s) received. Therefore, if a Goods Receipt is done in MAGIC for items you have not received (and may never receive), expenses are over-stated and budget is over-consumed. As the end of Lapse period is approaching, it is important that agencies correct Good Receipt balances. Use the Correcting Goods Receipt / Invoice Receipt Balances Job Aid as a guide to review and resolve GR/IR balances. If you need assistance, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .
7/29/2016	Please refer to the Closing a PO with Remaining Balance JOB AID for instructions on how to close and/or cancel a purchase order. It is important that you close/cancel needed purchase orders before the end of Lapse.

MAGIC Logistics	
Date Sent	Information
7/21/2016	As a reminder, the MAGIC Workflow Approval Request Form has been created. The form should be used to setup your agencies SRM manager, fiscal, or asset approver information in MAGIC. The form also includes setup for ECC Financial Agency Approver areas such as AP/AR/GL/FM. Completed forms should be emailed to the MMRS Call Center at mash@dfa.ms.gov . You should only use the form to make changes to your approval setup going forward. A form does not need to be completed if your approval information is already correct in MAGIC.
7/6/2016	<p>If you edit an existing PO and see error messages regarding “Carry Forward” or “Budget Period references previous Fiscal Year”, select the Header tab and change the FM Posting Date to today’s date. Click the ‘Check’ button, and the error should be corrected.</p> <p>If you experience other issues, contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>

MAGIC & SPAHRS Security	
Date Sent	Information
	No updates at this time.

SPAHRs	
Date Sent	Information
8/31/2016	Please see the Worker's Compensation – Changes to State Leave Law – Revised memorandum, dated August 30, 2016, found under the DFA Policies and Procedures section of the DFA Direct Links webpage . The memorandum provides policy and procedures regarding Senate Bill 2977 (2008 Regular Session of the Mississippi Legislature) regarding worker's compensation.
7/5/2016	SPAHRs is now available, and Human Resource (HR) Access for all SPAHRs users has been restored.

MAGIC & SPAHRS Technical	
Date Sent	Information
	No updates at this time.

MAGIC Reporting	
Date Sent	Information
	No updates at this time.

MAGIC & SPAHRS Training	
Date Sent	Information
	No updates at this time.

Learning Solution (LSO)	
Date Sent	Information
	No updates at this time.

Vendors	
Date Sent	Information
	No updates at this time.